

Contents of this application packet:

❑ **An Organic Producer Sales Report form.**

Instructions: Complete and return this form to report your gross sales of organic products during the previous calendar year (2005). Report only those sales made from the effective date of your certification (listed on your certificate) to December 31, 2005. The sales report, along with your assessment fee is due with your application to continue certification. Follow instructions on the form. **NOTE: This form MUST be submitted with your application. If no sales were made, please indicate “No sales to report” on the form and submit with your application.**

Explanation: The Department collects assessment fees from certified producers and handlers to fund the certification program. Producer assessment fees are 1% of gross sales of organic products. Assessment fees provide approximately 60% of the program funding.

❑ **An Organic Producer fee schedule.**

Instructions: Read, review and retain

Explanation: Lists fees charged for producer certification

❑ **An Organic Producer Application form.**

Instructions: Complete and return this form if applying for producer (crops, wild crops or livestock) certification. Follow instructions on the form.

Explanation: The NOP defines a producer as: “A person who engages in the business of growing or producing food, fiber, feed, and other agricultural-based consumer products.” If your operation(s) fit this definition, please complete a producer application.

❑ **An Organic Production System Plan Update form; OR**

❑ **An Organic Production System Plan (OPSP) form .**

Instructions: A new OPSP (long form) is required at least every forth year. So, if you are applying for your forth year of certification, you must complete a full OPSP form. Otherwise, you may use the (shorter) Update form.

Complete and return the appropriate OPSP form if you are submitting a producer application. **Complete all sections of the form, mark the section as “Not Applicable” if it does not apply to your operation. Do NOT leave any sections blank.** Follow instructions on the form.

Explanation: An Organic Production System Plan is: “A plan of management of an organic production ... operation that has been agreed to by the producer ... and the certifying agent and that includes written plans concerning all aspects of agricultural production...” This plan is the description of your operation, which will be used to determine your eligibility to continue certification and compliance with organic standards. Failure to complete [any part of] the form will delay processing your application.

❑ **An Organic Livestock Addendum (if applicable).**

Instructions: Complete and return an Organic Livestock Addendum if you are seeking certification for any livestock. **Complete all sections of the form, mark the section as “Not Applicable” if it does not apply to your operation. Do NOT leave any sections blank.** Follow instructions on the form.

Explanation: The Organic Livestock Addendum provides detailed information on your livestock operation and livestock production practices. This information is required to determine eligibility for certification and compliance with organic standards. Failure to complete [any part of] the form will delay processing your application.

❑ **A Field History form.**

Instructions: Complete and return a Field History form, listing information for the current year and the three proceeding years for all fields requested for certification. Each form can accommodate up to 15 fields. Follow instructions on the form.

Explanation: The Field History form provides detailed information on your cropping history and crop production inputs used. This information is required to determine eligibility for certification and compliance with organic standards.

❑ **A Previous Land Manager Affidavit.**

Instructions: Complete and return a Previous Land Manager Affidavit for any field or parcel of land that you have not managed for (at least) the past 36 months prior to the intended harvest date. Follow instructions on the form.

Explanation: The Previous Land Manager Affidavit provides independent verification of the cropping history and crop production inputs used on “new” land proposed for organic certification. This information is required to determine eligibility for certification and compliance with organic standards.

❑ **An Organic Seed Non-Availability Affidavit.**

Instructions: Complete and return an Organic Seed Non-Availability Affidavit if you used or plan to use any non-organic seeds or planting stock. List all non-organic seed/planting stock varieties used or planned. Also list at least three suppliers contacted in your search for organic seed/planting stock. You may find likely suppliers of organic seed by consulting the department's Organic Seed Resources list. Finally, describe your plan(s) to obtain organic seed/planting stock in the future.

Explanation: The Organic Seed Non-Availability Affidavit provides documentation of your efforts to obtain organic seed/planting stock and of its non-availability. This information is used to determine your eligibility for an exemption from the requirement to use organic seeds and planting stock.

❑ **An Organic Seed Resources List.**

Instructions: Use this list as a reference to assist you in your search for organic seed. Retain the list for future reference.

Explanation: The Organic Seed Resources List includes all known suppliers of organic seeds. In order to grant an exemption from the required use of organic seed, the department must verify that you have contacted likely suppliers of organic seed.

❑ **Record of Complaints to an Organic Operation.**

Instructions: You must record all complaints received (both written and verbal complaints) pertaining to the organic integrity of your products. Retain this record for a minimum of 5 years from the date of the records' creation. DO NOT return this form with your application—the information you record on this form will be reviewed during your annual inspection.

Explanation: In order for a producer to ship organic products to European and other export markets, the certifier of that operation must be accredited under the internationally accepted regulation of ISO Guide 65. This regulation requires operators to record complaints made to them regarding their compliance with organic standards. The Montana Department of Agriculture supplies this form to assist operators in establishing a system for recording complaints that is compliant with ISO Guide 65. The inspector will verify your record of complaints during your annual inspection.